REPORT/REFERRAL

Person Search

Person Details

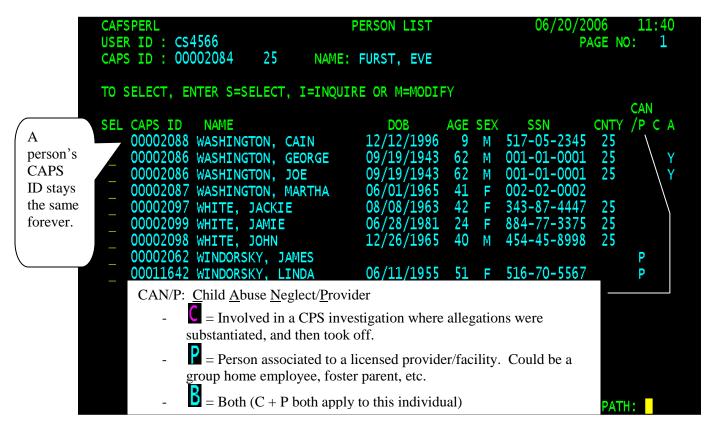## Report/Referral Intake Process

Person Search

RR-02

- ➢ The database index contains all persons with a CAPS ID

- ➢ Search for all people before entering them into the system

- ➢ After search criteria is entered, a list of matches will be displayed

- ➢ A person with a CAPS ID does not have to be made a client in CAPS

- ➢ A person becomes a client when:
    - A CAPS ID has been assigned to a worker on the AXED (Assignments/Transfers Detail) screen

PERS - Person Search

```
CAFSPERS                         PERSON SEARCH                06/20/2006    11:39
USER ID : CS4566
CAPS ID : 00002084    25     NAME: FURST, EVE



                    LAST NAME : washington
                    FIRST NAME : geo
                    MIDDLE NAME :                    PHONETIC SEARCH : N

                          SSN :

              DATE OF BIRTH :

          RESIDENCE COUNTY :

                          SEX :

                      CAPS ID :




                                                                        PATH:
```
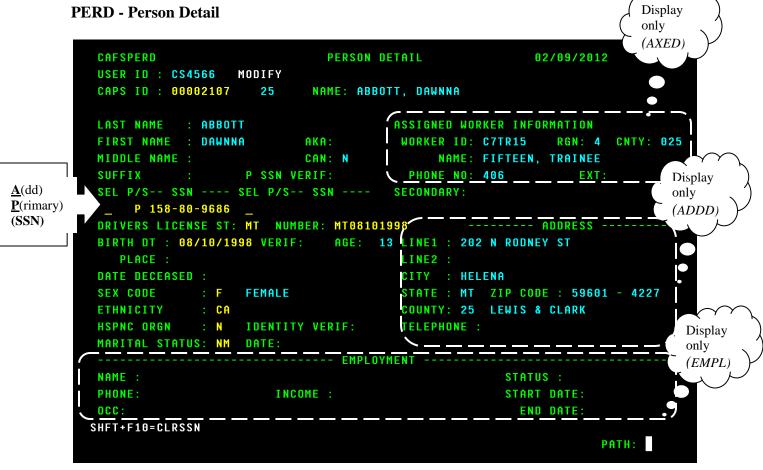
➢ Use this screen to lookup or find out if a person is known to CAPS. If the person is already in CAPS, do not add the person again.
-    Type search criteria, press ENTER
-    PERL (Person List) will display a list of all persons known to CAPS, beginning with the person on the list *directly above those that match the search criteria,* or a message will display indicating that no matches were found

➢ Search criteria is one of the following:
-    Name, SSN, or CAPS ID
-    If the search criteria entered is the CAPS ID or SSN, only an exact match will be displayed if a match exists.
-    The name search can also be more refined by entering a combination of item (e.g. Last name and Date of Birth)

➢ Search by:
  1. SSN or CAPS ID, if available
  2. Last Name (as little as one letter can be used to do a search). CAPS will do an alphabetic search based on the character(s) you've entered.
  3. Last Name (or partial Last Name) with Y entered in the Phonetic Search.

➢ If a name contains a space, CAPS sorts it before the A's, alphabetically.

PERL - Person List

```
CAFSPERL                        PERSON LIST              06/20/2006    11:40
USER ID : CS4566                                         PAGE NO:    1
CAPS ID : 00002084    25      NAME: FURST, EVE

TO SELECT, ENTER S=SELECT, I=INQUIRE OR M=MODIFY
                                                                    CAN
SEL CAPS ID    NAME                DOB      AGE SEX    SSN      CNTY /P C A
    00002088 WASHINGTON, CAIN    12/12/1996   9   M  517-05-2345  25
 _  00002086 WASHINGTON, GEORGE  09/19/1943  62   M  001-01-0001  25        Y
 _  00002086 WASHINGTON, JOE     09/19/1943  62   M  001-01-0001  25        Y
 _  00002087 WASHINGTON, MARTHA  06/01/1965  41   F  002-02-0002
 _  00002097 WHITE, JACKIE       08/08/1963  42   F  343-87-4447  25
 _  00002099 WHITE, JAMIE        06/28/1981  24   F  884-77-3375  25
 _  00002098 WHITE, JOHN         12/26/1965  40   M  454-45-8998  25
 _  00002062 WINDORSKY, JAMES                               P
 _  00011642 WINDORSKY, LINDA    06/11/1955  51   F  516-70-5567       P
```

A person's CAPS ID stays the same forever.

CAN/P: Child Abuse Neglect/Provider

- C = Involved in a CPS investigation where allegations were substantiated, and then took off.

- P = Person associated to a licensed provider/facility. Could be a group home employee, foster parent, etc.

- B = Both (C + P both apply to this individual)

PATH:

➢ Displays information for persons that met the search criteria entered on PERS

➢ The select functions are listed at the top of the screen under the CAPS ID and NAME

➢ To change any detailed information for the person, type "M" in the SEL field next to the person for whom you want to modify information
  - The PERD screen will be displayed

➢ If a person is selected with an "I", PERD will be displayed in INQUIRE only - no changes may be made at this time

➢ "S" (select) can only be used if an F12 lookup is being done from CAPS ID field on another screen. This will "select" the person and carry their information over to the screen the worker came from

➢ To add a new person to the database, press F11
  - The PERD (Person Detail) screen will be displayed in ADD mode

➢ F2 will return you back to PERS (Person Search)

PERD - Person Detail


```
CAFSPERD                        PERSON DETAIL                   02/09/2012
USER ID : CS4566    MODIFY
CAPS ID : 00002107     25      NAME: ABBOTT, DAWNNA


LAST NAME   : ABBOTT              ASSIGNED WORKER INFORMATION
FIRST NAME  : DAWNNA       AKA:     WORKER ID: C7TR15    RGN: 4  CNTY: 025
MIDDLE NAME :              CAN: N        NAME: FIFTEEN, TRAINEE
SUFFIX      :        P SSN VERIF:      PHONE NO: 406         EXT:
SEL P/S-- SSN ---- SEL P/S-- SSN ----    SECONDARY:
_    P 158-80-9686  _
DRIVERS LICENSE ST: MT  NUMBER: MT08101998       --------- ADDRESS ---------
BIRTH DT : 08/10/1998 VERIF:    AGE:  13 LINE1 : 202 N RODNEY ST
    PLACE :                              LINE2 :
DATE DECEASED :                          CITY  : HELENA
SEX CODE      : F   FEMALE                STATE : MT  ZIP CODE : 59601 - 4227
ETHNICITY     : CA                        COUNTY: 25  LEWIS & CLARK
HSPNC ORGN    : N   IDENTITY VERIF:       TELEPHONE :
MARITAL STATUS: NM  DATE:
------------------------------ EMPLOYMENT ------------------------------
NAME :                                        STATUS :
PHONE:                       INCOME :         START DATE:
OCC:                                          END DATE:
SHFT+F10=CLRSSN
                                                          PATH:
```

Display only (AXED)

Display only (ADDD)

Display only (EMPL)

A(dd)
P(rimary)
(SSN)

➢ The Person Detail screen is used to enter or display general information about persons in the system
- This information is available to all workers

➢ If the ADD function (F11) was performed on PERL, CAPS will assign the CAPS ID when you press ENTER to update the screen. After Enter is pressed, you can F11 on PERD to add another person, as long as the last name is the same.

➢ For SSN's, indicate on the select field A (ADD), M(MODIFY), D(DELETE) and whether it is a P(Primary) or S(Secondary)

Display only on PERD

➢ ASSIGNED WORKER INFORMATION will be displayed once the person has been assigned to a worker on AXED (Assignment/Transfers Detail)

➢ RESIDENT ADDRESS information will be displayed once the ADDD screen is completed

➢ EMPLOYMENT information will be displayed once the EMPL screen is completed

➢ Last Name and First Name are the only fields required in order to create a CAPS ID

➢ Verifications for SSN and Date of Birth are received through an interface with the CHIMES system. Verifications for Identity are received through an interface with CHIMES, or entered by IVE unit staff. These verification fields are populated when the person is a Client, going into paid care, who has applied for Medicaid. These items verified via Interface (IN) cannot be updated in CAPS.

```
CAFSPERD                        PERSON DETAIL              02/09/2012    9:44
USER ID : CS4566   MODIFY
CAPS ID : 00002107    25     NAME: ABBOTT, DAWNNA

LAST NAME   : ABBOTT                  ASSIGNED WORKER INFORMATION
FIRST NAME  : DAWNNA       AKA:       WORKER ID: C7TR15   RGN: 4  CNTY: 025
MIDDLE NAME :              CAN: N         NAME: FIFTEEN, TRAINEE
SUFFIX      :          P SSN VERIF:          PHONE NO: 406         EXT:
SEL P/S-- SSN ---- SEL P/S-- SSN ----   SECONDARY:
    _    P 158-80-9686   _
DRIVERS LICENSE ST: MT  NUMBER: MT08101998      --------- ADDRESS ----------
BIRTH DT : 08/10/1998 VERIF:     AGE:  13 LINE1 : 202 N RODNEY ST
    PLACE :                          LINE2 :
DATE DECEASED :                      CITY  : HELENA
SEX CODE     : F   FEMALE            STATE : MT  ZIP CODE : 59601 - 4227
ETHNICITY    : CA                    COUNTY: 25  LEWIS & CLARK
HSPNC ORGN   : N   IDENTITY VERIF:       TELEPHONE :
MARITAL STATUS: NM  DATE:
------------------------------ EMPLOYMENT ----------------------------------
NAME :                                    STATUS :
PHONE:                   INCOME :         START DATE:
OCC:                                      END DATE:
SHFT+F10=CLRSSN
                                                          PATH:
```

Up to 6 ETHNICITY codes allowed. Required for clients.

➢ Up to six (6) ethnicity codes can be entered in the ETHNICITY field. When the worker presses F12 (code table lookup), six codes can be selected at one time. ABANDONED AT BIRTH, DECLINED, PARENT(S) INCAPACITATED and DECLINED are options.

➢ When Ethnicity field is entered, HSPNC ORGN field becomes required. Choices are Y, N, D, or U. Guidelines for this field are as follows:
   1) Type Y if the person is a Mexican, Puerto Rican, Central or South American person or person of other Spanish origin, regardless of race.

   2) The U means UNABLE TO DETERMINE and should be used rarely - only if the child is very young or is severely disabled and no person is available to determine whether or not the child is of Hispanic origin.

   3) The D means DECLINED and should be used if the person/client declines to provide this information.

RRRL – Report/Request List

```
CAFSRRRL                  REPORT/REQUEST LIST              06/20/2006   11:41
USER ID : CS4566                                              PAGE NO:    1

TO SELECT, ENTER I=INQUIRE, M=MODIFY, V=INQUIRE(CID1), OR C=MODIFY(CID1)

R/R NO:            CAPS ID:             PROV:      000  WORKER ID:
START FROM:                 CO:     R/R CAT:             R/R STAT:


                DATE        R/R                               DETERMIN   WORKER
 SEL  RPT NO  RECEIVED    CAT STS  REPORT NAME               END DATE   ASSGND
  _   0001028 12/09/2004  CPS  O   ABBOTT BILLY      ┌──────────────┐   C7TR15
  _   0001014 12/09/2004  CPS  O   BACON BILLY       │R/R CAT:      │   C7TR16
  _   0001015 12/09/2004  CPS  O   COLBERT BILLY     │Report/Referral   C7TR17
  _   0001016 12/09/2004  CPS  O   DRYNAN BILLY      │Category      │   C7TR18
  _   0001017 12/09/2004  CPS  O   ENHELTER BILLY    │CPS = Child   │   C7TR19
  _   0001018 12/09/2004  CPS  O   FISCHER BILLY     │Protective Services.  C7TR20
  _   0001019 12/09/2004  CPS  O   GAFFNEY BILLY     │CPI = Child   │   C7TR21
  _   0001020 12/09/2004  CPS  O   HALMONT BILLY     │Protective Services   C7TR22
  _   0001021 12/09/2004  CPS  O   KNUTSON BILLY     │Information.  │   C7TR23
  _   0001022 12/09/2004  CPS  O   LANGE BILLY       │CFS = Child   │   C7TR24
  _   0001023 12/09/2004  CPS  O   MYER BILLY        │Protective Services,  C7TR25
  _   0001024 12/09/2004  CPS  O   PRICE BILLY       │Request for Services  C7TR26
                                                     └──────────────┘
                                                                      PATH: ▮
```

➢ This screen displays all of the Report/Request events in order by:
  - Date received
  - Most recent report on that date (if more than one referral on a specific date)

➢ The worker can INQUIRE/MODIFY (RRD1), or VIEW/CHANGE (CID1) up to fifty (50) referrals at one time. When the worker presses ENTER, RRD1 or CID1 will be displayed for the first referral. To page through the referrals selected, press F8 (forward) or F7 (backward).
  - NOTE: Workers cannot mix I/M select codes with V/C select codes

➢ Place the cursor under the WORKER ASSGND field and press F12 – the identifying information for that worker will be displayed.

➢ Available search criteria is R/R number, CAPS ID, PROVIDER ID, WORKER ID, Start From Date, County, Category and Status

"V" – Inquire CID1 Information

➢ If a CI worker or field worker selects a report/request that was originally added on CID1 with a 'V', the worker will be taken to CID1 in INQUIRE mode

➢ If a CI worker or field worker selects a report/request that was originally added on RRD1 with a 'V', a message will display that says "CID1 DOES NOT EXIST"

"C" – Modify CID1 Information

➢ The select code of 'C' will only be valid for the assigned CI worker. If a field worker selects a report/request with a 'C', a message will display that says "USER DOES NOT HAVE UPDATE ACCESS"

➢ If a CI worker selects a report/request that was originally added on CID1 with a 'C', one of the following will occur:
-     If the report/request is open and assigned to a CI worker, that worker will be taken to CID1 in modify mode for that report/request
-     If the report/request was closed on CID1, a "USER DOES NOT HAVE UPDATE ACCESS" message will display
-     If the report/request is assigned to a field worker, a "USER DOES NOT HAVE UPDATE ACCESS" message will display

➢ If a CI worker or field worker selects a report/request that was originally added on RRD1 with a 'C', a message will display that says "CID1 DOES NOT EXIST"

"M" – Modify RRD1 Information

➢ If a field worker selects a report/request that was closed on CID1 with an 'M', a message will display that says "USER DOES NOT HAVE UPDATE ACCESS"

➢ If a field worker selects a report/request that is assigned to a CI worker with an 'M' a message will display that says "USER DOES NOT HAVE UPDATE ACCESS"

➢ If a CI worker selects a report/request that was originally added on RRD1 with an 'M', a message will display that says "USER DOES NOT HAVE UPDATE ACCESS"

"I" – Inquire RRD1 Information

➢ A CI worker will be able to select all report/requests with an 'I'

➢ A field worker will be able to select all non-tribal report/requests with an 'I'

Adding a Referral

➢ If a CI worker presses F11 from RRRL, they will be taken to CID1 in add mode

➢ If a tribal field worker presses F11 from RRRL, they will be taken to RRD1 in add mode

CID1 – Centralized Intake Detail 1

```
CAFSCID1                CENTRALIZED INTAKE DETAIL 1        10/14/2009    14:06
USER ID : C74142SW INQUIRE                                    REPORT    1
R/R NUMBER: 0001372 R/R CATEGORY: CPS PRIORITY: 2 TAKEN BY: C74142C  PRIORS: N
INV START DATE: 10/14/2009  TIME: 13:49  ASSIGNED TO:  C74142SW  WORKER
------------------------- REPORTER DETAIL --------------------------------
REPORTER: MARY REYNOLDS                     REL: NBR SLFRPT: N  PH: 406 443-8411
RPTR DETAIL: LIVES NEXT DOOR TO HAMMA FAMILY

----------------------- REPORT GENERAL INFORMATION ----------------------
REPORT NAME: HAMMA KRYSTAL              PROV NO:        000
ADDRESS    : 102 N BRECKENRIDGE                 PROV PHONE: 406
CITY/ST/ZIP: HELENA              MT 59601    COUNTY: 025  LEWIS & CLARK
PHONES:(1) 406 443-2402  REL: SLF W/H/C: H (2) 406         REL:     W/H/C:
INVESTIGATION SUMMARY: CONCERNS CHILDREN ARE BEING EXPOSED TO PARENTAL METH
USE AND/OR METH MANUFACTURING IN THE HOME.




DRUG USE ALLEGED: Y DRUG LAB/MFG: Y DRUGS: MET
FIRST CONTACT DATE:                     DETERMINATION END DATE:
R/R STATUS:  O          ACTION TAKEN:

                                                              PATH:
```

➢ A CI worker can add a report/request with any report/request category type

➢ The "ASSIGNED TO:" field will be defaulted to the WORKER ID of the worker adding the report/request.
  - The field next to the "ASSIGNED TO:" field will contain the last name (as many characters as possible) of the worker whose USER ID appears in the "ASSIGNED TO:" field

Assigning reports on CID1

➢ The CI worker adding the report/request will decide if the report/request should be assigned to a field worker. If so, the CI worker can change the "ASSIGNED TO:" USER ID from their ID to another worker.
  - If the CI worker changes the "ASSIGNED TO:" USER ID from their ID to another CI worker, a message will appear that says "MUST ASSIGN TO A NON CI WORKER"
  - If the CI worker changes the "ASSIGNED TO:" USER ID from their ID to a field worker ID, a confirm message will appear that says "TO CONFIRM, PRESS F16(SHIFT + F4), TO CANCEL PRESS ENTER". This will ensure that the CI worker is done with the report/request.
  - The DRUG USE ALLEGED field will be required at the time of transfer. DRUG LAB/MFG and DRUGS fields will be optional.

- The PRIORITY field will be required at the time of transfer.
- The report/request information will then be "frozen". This means that the report/request can no longer be modified on CID1.
- A "workable" copy will be created once the report/request is assigned to a field worker
- The "original" and "workable" copy will have the same report number.
- Field workers will be able to make the required changes to their "workable" copy on RRD1, RRD2 and RRD3

Closing reports on CID1

➢ If a CI worker closes a report/request, a confirm message will appear that says "TO CONFIRM, PRESS F16(SHIFT + F4), TO CANCEL PRESS ENTER"
- This will ensure that the CI worker is done with the report/request
- The report/request will then be "frozen". This means that the report/request can no longer be modified on CID1
- RRC supertask workers will not be able to reopen report/requests that were closed on CID1
- CIC supertask workers will be able to reopen report/requests that were closed on CID1
- CI workers can only close R/R CATEGORY of 'CPI' on CID1. All other R/R CATEGORIES must be re-assigned to a field worker.

Functionality

➢ CI workers cannot enter data in the "INVESTIGATION START DATE:", "DETERMINATION END DATE:", or "ACTION TAKEN:" fields when a report/request has a category type other than 'CPI' . If data is entered in these fields for a R/R CATEGORY other than 'CPI' a message will display that says "WHEN USING THIS CATEGORY TYPE, FIELD MUST BE BLANK"

➢ CI workers will be able to modify all enterable fields until the report/request is re-assigned to a field worker or closed by a CI worker on CID1

➢ The INVESTIGATION SUMMARY field is enterable by CI.

➢ CI workers will be taken to CID2 automatically when a report/request is added and the R/R CATEGORY is 'APS', 'CPS', or 'LIC'
- If the R/R CATEGORY is something other than 'CPS', or 'LIC', the worker will not be taken to CID2 automatically. The worker can type CID2 in the PATH and press ENTER to access CID2
- A CI worker shall not be taken to CID2 automatically when inquiring or modifying on a report/request. The worker can type CID2 in the PATH

Alerts

➤ RO1003 – REPORT &01 ADDED will be created for the supervisor of the 'TAKEN BY' ID

➤ RO1012 - REPORT &01 ASSIGNED BY CI WORKER &02 will be created when a report is re-assigned to a field worker. The alert will be created for both the new assigned worker and their supervisor

➤ RO1008 - REPORT &01 NEED TO BE COMPLETED will be deleted from the CI workers alert when a report is re-assigned to a field worker
  - A new RO1008 alert is created for the reassigned worker (field worker) and their supervisor

CID2 – Centralized Intake Detail 2

```
CAFSCID2              CENTRALIZED INTAKE DETAIL 2        06/20/2006   11:52
USER ID : C74142CI MODIFY                            PAGE NO:   1
R/R NUMBER: 0001206  CATG: CPS  CHILD PROT DATE: 04/14/2005 ASSGN TO: C74142SW
PROVIDER:       000                                      ALG:


TO SELECT, ENTER D=DELETE, A=ADD, M=MODIFY, R=RELATION, P=PRIMARY
SEL CAPS-ID   FIRST       LAST           SUFX   R/R ROLE
 _  00001167  BERTHA      BAKER                   P    ALG:
    AGE:       DOB:            SEX: F    ETH: CA
    FAM ROL: BMR  CATG: AD                     PRP REL:
 _  00129678  MICHELLE    DAVIS                   V    ALG: EMD
    AGE:  16   DOB: 04/15/1990  SEX: F   ETH: CA
    FAM ROL: SPD  CATG: CH                     PRP REL:
 _  00001163  TEONA       BAKER                   V    ALG: EMD
    AGE:  14   DOB: 06/20/1992  SEX: F   ETH: CA
    FAM ROL: DAU  CATG: CH                     PRP REL:
 _                                                    ALG:
    AGE:       DOB:            SEX:      ETH:
    FAM ROL:      CATG:                        PRP REL:
 _                                                    ALG:
    AGE:       DOB:            SEX:      ETH:
    FAM ROL:      CATG:                        PRP REL:


                                                      PATH:
```

➢ CID2 is accessed from CID1. Workers are either taken to CID2 automatically (R/R CATEGORY of 'CPS', or 'LIC'), or by typing CID2 in the PATH and pressing ENTER

➢ CI workers will be able to modify all enterable fields until the report/request is re-assigned to a field worker or closed by a CI worker on CID1

➢ Because CI workers will not be entering DETERMINATIONS on CID2, the RO1011 – "CHANGE DETERMINATION FROM SUP TO SUB IF NO REQUEST FOR FAIR HEARING" alert will not be created

Duplicate Person Resolution

➢ CAPS has a duplicate resolution process where a worker can call the help desk and request that a duplicate CAPS ID be deleted for a person/client. If a CAPS ID is marked for deletion, all information that is tied to that ID will be transferred to the ID that was kept.
   - **This functionality will not change for Centralized Intake and any CAPS IDs that may have been entered on CID2**

Unfounded Report Purge Program

➤ CAPS has a process to purge information when a report is determined to be 'UNF' (Unfounded). The purge process is run once a month during nightly processing. The process checks all reports currently in CAPS by sweeping the database. Each report is checked to see if the report meets the purge requirements and, if those requirements are met, the report is purged.

    - This functionality will be changed for Centralized Intake so that if a report is purged, the system will determine if a CI report exists and purge that report as well.

RRD1 - Report Request Intake Detail 1

```
CAFSRRD1              REPORT/REQUEST INTAKE DETAIL 1     10/14/2009    14:11
USER ID : C74142SW MODIFY                                   REPORT    1
R/R NUMBER: 0001372 R/R CATEGORY: CPS PRIORITY: 1 TAKEN BY: C74142C  PRIORS: N
INV START DATE: 10/14/2009  TIME: 13:49  ASSIGNED TO:  C74142SW
-------------------------- REPORTER DETAIL -----------------------------
REPORTER: MARY REYNOLDS                    REL: NBR SLFRPT: N  PH: 406 443-8411
RPTR DETAIL: LIVES NEXT DOOR TO HAMMA FAMILY
```

> Yellow text came from CID1 and can be updated.

```
----------------------- REPORT GENERAL INFORMATION -------
REPORT NAME: HAMMA KRYSTAL              PROV NO:       000
ADDRESS    : 102 N BRECKENRIDGE                  PROV PHONE: 406
CITY/ST/ZIP: HELENA             MT 59601    COUNTY: 025  LEWIS & CLARK
PHONES:(1) 406 443-2402  REL: SLF W/H/C: H (2) 406        REL:    W/H/C:
INVESTIGATION SUMMARY: CONCERNS CHILDREN ARE BEING EXPOSED TO PARENTAL METH
USE AND/OR METH MANUFACTURING IN THE HOME.
```

> DRUG USE SUSP field required at closure.

> ACTION TAKEN codes (max.10) & DETERMINATION END DATE entered prior to closure. (R/R STATUS: C)

```
DRUG USE SUSP:   DRUG LAB/MFG:       DRUGS:
FIRST CONTACT DATE:                  DETERMINATION END DATE:
R/R STATUS: O          ACTION TAKEN:

                                                    PATH: █
```

➢ Most of the information displayed on RRD1 is a "workable copy" of the information that was entered on the CID1 screen

➢ The sixty (60) day determination requirement is based on the investigation start date, INV START DATE, the date the report is received), not the first contact date

➢ PRIORS (upper right hand corner). This field is display only on RRD1 – it is entered by Centralized Intake unit staff on the CID1 screen

➢ INVESTIGATION SUMMARY. This field is used to enter a summary of the investigation when a referral is about to be closed. All investigation notes and documentation should be entered on RRD3 or as TEXT. Centralized Intake will use this area of RRD1 to help them to determine PRIOR history

➢ The DRUG USE SUSP field will be required at the time of closure. DRUG LAB/MFG and DRUGS fields will be optional.
    -     PRIORITY can only be changed by regional RRC supertask workers

➢ Field workers (with the exception of tribal workers) **cannot** add CPS, CPI and CFS referrals on RRD1.
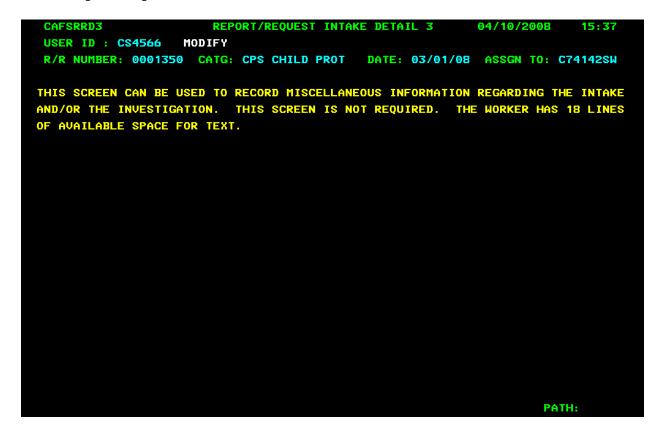
RRD2 - Report Request Intake Detail 2

```
CAFSRRD2              REPORT/REQUEST INTAKE DETAIL 2       06/13/2011    10:36
USER ID : CS1164   MODIFY                                 PAGE NO:   1
R/R NUMBER: 0001373  CATG: CPS   CHILD PROT DATE: 07/16/2010 ASSGN TO: C74142SW
PROVIDER:        000                                          ALG:
                                                             DET:
TO SELECT, ENTER D=DELETE, A=ADD, M=MODIFY, R=RELATION, P=PRIMARY
SEL CAPS-ID   FIRST        LAST                  SUFX   CATG
 _  00001238  REBECCA      BEY                          AD ALG:
    AGE:  43 DOB: 03/26/1968 SEX: F ETH: CA  FAM ROLE: BMR DET:
    R/R ROLE: P  LIVING ARRANGEMENT:        HSPNC ORGN: N   REL:
 _  00001237  ERIC         BEY                          AD ALG:
    AGE:  42 DOB: 10/06/1968 SEX: M ETH: CA  FAM ROLE: BFR DET:
    R/R ROLE: P  LIVING ARRANGEMENT:        HSPNC ORGN: N   REL:
 _  00001447  BLUE         BEY                          CH ALG: PHH
    AGE:  11 DOB: 01/01/2000 SEX: M ETH: AI  FAM ROLE: SON DET: SUB
    R/R ROLE: V  LIVING ARRANGEMENT: MBB    HSPNC ORGN: N   REL: BMR
 _                                                          ALG:
    AGE:     DOB:           SEX:    ETH:     FAM ROLE:      DET
    R/R ROLE:    LIVING ARRANGEMENT:         HSPNC ORGN:    REL:
 _                                                          ALG:
    AGE:     DOB:           SEX:    ETH:     FAM ROLE:      DET:
    R/R ROLE:    LIVING ARRANGEMENT:         HSPNC ORGN:    REL:

                                                          PATH: █
```

(Callout 1): Yellow text came from CID2; most is updateable.

(Callout 2): ALG may be added on RRD2 for Victim/Both.

(Callout 3): DET required for closure.

➢ This screen initially captures the provider identification number if appropriate and information about all persons involved in the report

➢ General process to add a new person to the report:
   o Add in the select field, CAPS ID, CATG (usually CH or AD), ALG (for persons with Victim or Both in the R/R Role field), FAM ROLE, and R/R ROLE (Victim, Perpetrator, Both, or Neither)
   o Then if the report is substantiated, appropriate codes are entered in the DET field, LIVING ARRANGEMENT and REL.

➢ To search or add a person to the system
   - To search, press F12 in the CAPS ID field. CAPS will take you to PERS, and then PERL. If the person is found, select their CAPS ID with an "S".
   - If person is not found on PERL, press F11 (Add). Once added on PERD, press Shift-F9 to bring the person in the header back to RRD2.

➢ Can set up relationships between report persons using the "P" and "R" select codes

➢ If allegations are substantiated, the worker should enter the determination code of SUP (substantiation pending) to allow due process to the perpetrator. After 30 days, if no fair hearing is requested, the code will be changed to SUB. If a fair hearing is requested, the

code will be changed to FHR. If the substantiation is overturned the code will be changed to UNX. If criminal charges are pending, the code will be changed to CCP and pending the outcome of the charges will then be changed to SUB or to FHR, SUB or UNX depending on whether a fair hearing is or is not requested.

RRD3-Report/Request Intake Detail 3

```
CAFSRRD3                REPORT/REQUEST INTAKE DETAIL 3      04/10/2008    15:37
USER ID : CS4566    MODIFY
R/R NUMBER: 0001350  CATG: CPS CHILD PROT   DATE: 03/01/08  ASSGN TO: C74142SW


THIS SCREEN CAN BE USED TO RECORD MISCELLANEOUS INFORMATION REGARDING THE INTAKE
AND/OR THE INVESTIGATION.  THIS SCREEN IS NOT REQUIRED.  THE WORKER HAS 18 LINES
OF AVAILABLE SPACE FOR TEXT.



                                                                      PATH:
```

➤ This screen is used to enter comments associated with the report/referral from RRD1 and/or RRD2.

➤ To access this screen type RRD3 in the PATH from either RRD1 or RRD2. (Be sure to UPDATE RRD1/RRD2 before accessing RRD3)

➤ Up to 18 lines of comments can be written